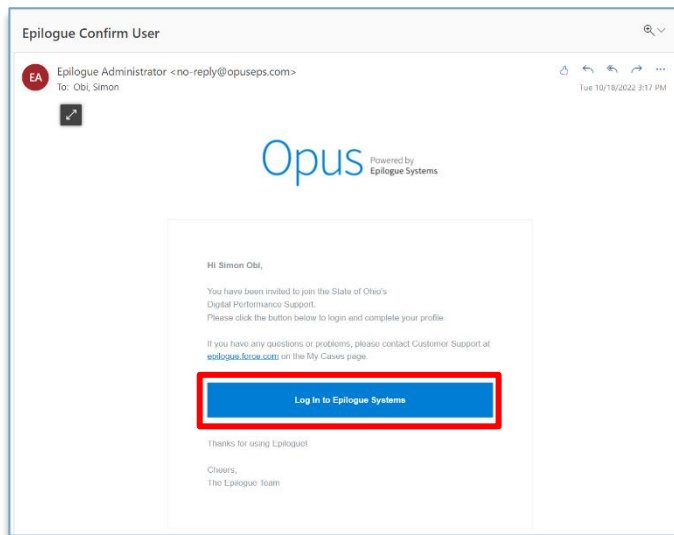


Step-by-Step Instructions for Activating an Opus Account and Setting up Opus

- ▲ In order to access Opus, you must have an account created by the OhioBuys Project Team. Once your account has been created, you will receive an email from Epilogue Administrator (no-reply@opuseps.com) with a link to finish your account setup and set your Opus password.
- ▲ Activating an Opus account and installing the Opus Advisor is a one-time process.

Open the email from Epilogue Administrator and click **Log in to Epilogue Systems**.



Enter your First Name, Last Name, Email Address, and Password you would like to use for your Opus Account.

The email address linked to your account will be your numerical OHID email address (e.g., 12345678@id.ohio.gov) not your agency email address (e.g., JohnSmith@das.ohio.gov).

Click **Complete** when finished.

- ▲ Note: Your password must include at least one number, an upper case letter, and one of these special characters: !@#\$\$%

Step-by-Step Instructions for Activating an Opus Account and Setting up Opus

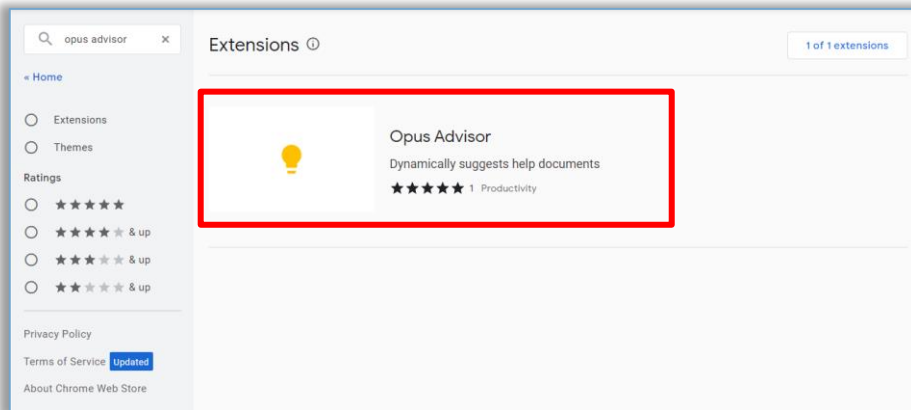
Once your profile setup has been completed, you will see the below screen. Enter your **Email** (i.e., your OHID email address – e.g., 12345678@id.ohio.gov) and **Password** and click **Login**.

5

- ▲ If you have attempted to enter your login credentials two times and are unable to log in, click **Forgot password**, enter your **Email** (i.e., your OHID email address – e.g., 12345678@id.ohio.gov), and then click **RESET PASSWORD**. An email will then be sent to you that includes a link to reset your password.
- ▲ If you accidentally enter your login credentials incorrectly three or more times in a row, your account will be locked and you will need to email the helpdesk so it can be unlocked.

Upon logging in, you will be brought to the OhioBuys Opus training site. From here, proceed to install the Opus Advisor in Google Chrome or Microsoft Edge.

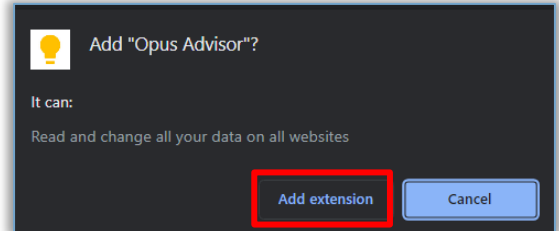
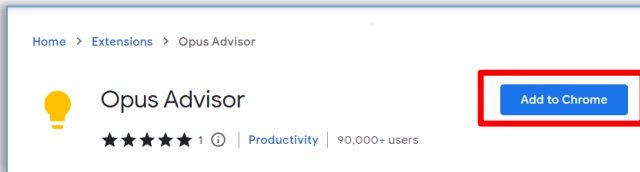
Navigate to the [Google Chrome Web Store](#) and search for Opus Advisor. Select the Opus Advisor by clicking on the corresponding icon.



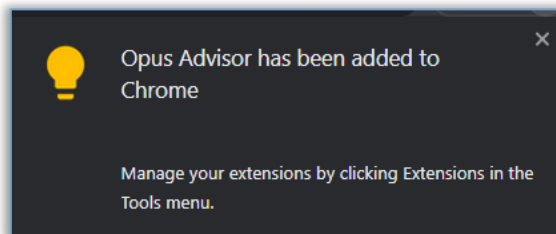
6

Step-by-Step Instructions for Activating an Opus Account and Setting up Opus

Click **Add to Chrome** and click **Add extension** on the following pop-up.

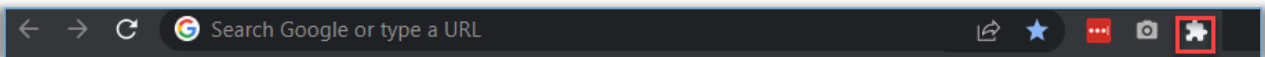


The following window will pop up after the extension has been successfully installed.

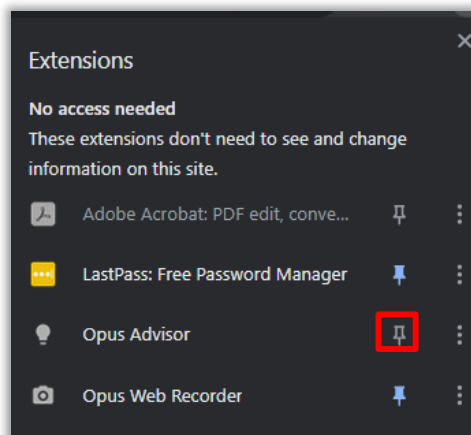


▲ If you do not receive the above confirmation message, please reach out to your IT department and let them know you are running into issues with installing a Chrome or Edge extension and require their assistance.

To make sure the extension is visible in your browser, click on the **Extension (⚙️)** icon in the upper right-hand corner of your browser.



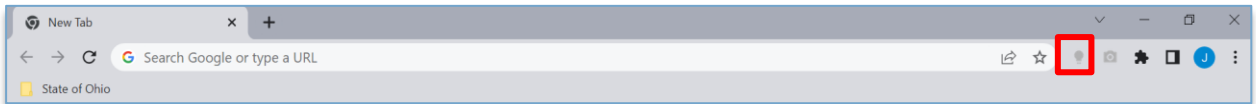
From the corresponding drop-down menu, click on the **Pin (📌)** icon for the Opus Advisor extension.



Step-by-Step Instructions for Activating an Opus Account and Setting up Opus

10

Click on the **Opus Advisor** (💡) icon in the upper right-hand corner of your browser to open the Opus Advisor.



11

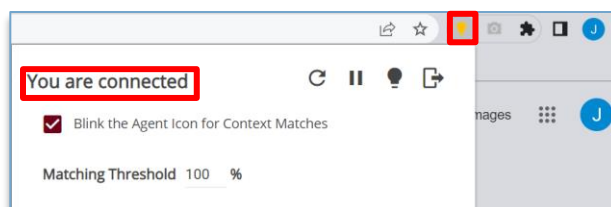
Enter your **Email** (i.e., your OHID email address – e.g., 12345678@id.ohio.gov), click **Continue**, enter your **Password** (i.e., the password you set on step 2) and click **Login**.

A screenshot of the Opus login form. The form has a title "Opus" and a close button. It contains two input fields: "Email *" with the value "simon.obi@das.ohio.gov" and "Password *". Both fields are highlighted with a red border. Below the password field is a "Forgot password?" link. At the bottom is a blue "LOGIN" button, also highlighted with a red border.

- ▲ If you have attempted to enter your login credentials two times and are unable to log in, click **Forgot password**, enter your **Email** (i.e., your OHID email address – e.g., 12345678@id.ohio.gov), and then click **RESET PASSWORD**. An email will then be sent to you that includes a link to reset your password.
- ▲ If you accidentally enter your login credentials incorrectly three or more times in a row, your account will be locked and you will need to email the helpdesk so it can be unlocked.

12

After you have logged into the Opus Advisor, click the **Opus Advisor** (💡) icon in the upper right-hand corner of the browser.



You should see a confirmation message that states, "You are connected," and indicates the Opus Advisor has been successfully activated and connected. If you do not see this message and/or a corresponding drop-down menu, restart your computer and try to relaunch the Opus Advisor. Refer to the next page for details on how to use the Opus Advisor to open training content.

Step-by-Step Instructions for Navigating the Opus Advisor

A

The Opus Advisor will automatically pull up related Opus content based off of what page you are currently in within OhioBuys. Click the **All** pane to access and search for all the Opus content within OhioBuys.



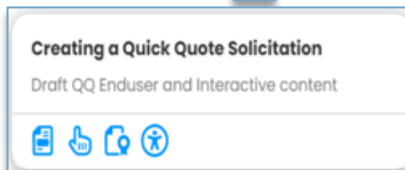
B

In addition, you can also search for specific Opus content within the **Search Library** box.



C

When you find the asset you would like to review, click the icon of the asset format you would like to view. From left to right, the options are **Enduser** (📄), **Interactive Simulation** (👉), **Test Simulation** (🔍), and **Accessibility** (♿).



D

If you would like to review user options, click the icon of the Opus Advisor task function you would like to use. From left to right, the icons are **Settings** (⚙️), **Open Opus Library** (📖), **What's New in Advisor** (❓), and **Move to the Left** (📏). The Settings icon allows you to access the Settings menu and sign out of the Opus Advisor. Open Opus Library will link to our library of documentation. What's New in Advisor provides information about the Advisor and its new features. Move to the Left toggles the Advisor panel from one side of your screen to the other.

